



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

12 MAY 24 A8:13

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Dept. of Commerce and Consumer Affairs

Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

Open Text Execute360 electronic document storage license for an additional 500MB of storage for the archival of Business Registration forms the Business Registration division of DCCA. This is for 1 production program instance of the Magnetic Storage License for Execute360 - 500 GB (SKU: S-GB-G360-MAG-EX). This purchase also requires on-going Maintenance & Support Fees.

2. Vendor/Contractor/Service Provider Name:

Open Text Inc.

3. Amount of Request:

\$ 17,940.00 + Tax

est. 18,700

4. Term of contract (shall not exceed 12 months), if applicable:

From:

One time purchase VT per Lynn 7/25/12 9:14 am

To:

5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

This license is required to expand our existing Execute360's storage capacity from 500GB to 1TB of magnetic storage.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.

We are currently scanning documents into the system at a rate which will exceed our storage capacity by the end of June, 2012. The expansion is necessary to continue providing archival storage of electronically filed business registration forms and supporting documentation.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Open Text is the only vendor that sells Execute360 licenses in the United States of America. They are the current vendor for our Execute software products which we have been using here at DCCA since 2002.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

There are no other sources for this particular software license. The only way around this would be to replace the system which would be cost prohibitive.

9. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Todd Rasmussen	ISCO	(808)586-5471	trasmuss@dcca.hawaii.gov
Lynn Suekawa	ISCO	(808)587-7411	lsuekawa@dcca.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**

Department Head Signature

5/22/2012

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/28/12

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's representation that the manufacturer's software is essential for their work and available from only this vendor. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. The SPO has no record of Mr. Todd Rasmussen completing the mandatory sole source training.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☒ Approved ☐ Disapproved ☐ No Action Required

Kevin S. Takaesu 5/30/2012
Chief Procurement Officer Signature Date